

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Police Chief, types records and reports, and assists with financial management duties. The Secretary to the Police Chief performs routine duties independently, with instruction for special duties received from the Police Chief. The incumbent is responsible directly to the Police Chief who directs and reviews work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Places telephone calls for the Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedure. Opens incoming mail for the department or for the Chief's office as directed and distributes mail to the proper person, section, or office. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office.

Types letters, memos, statements, formal reports, or any other documents assigned by the Police Chief. Processes outgoing mail and interdepartmental correspondence. Takes dictation and transcribes from longhand notes. Transcribes dictation from a voice machine, dictaphone, or transcriber. Proofreads typed material and corrects errors. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Operates a computer terminal in order to enter or retrieve information from files.

Operates a copying machine or duplicating machine to make copies of department documents when required. Operates a calculator or adding machine.

Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Receives department records and

reports and checks them for completeness, accuracy, and conformity to established procedures. Files records according to department procedures. Reads graphs, charts, manuals, records, reports or related department documents and compiles data needed for reports.

Keeps accounting records of department money and assets. Makes calculations necessary to compute payroll. Collects fines and bond money and issues receipts. Prepares purchase requisitions according to departmental procedures.

Gets estimates on repair costs for any assigned equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be less than eighteen years of age.

Must present a certificate verifying the ability to type thirty-five (35) words per minute.

Must have at least three (3) years clerical experience, including the operation of a computer.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.